

### **Example outline to follow when submitting a wellness plan**

**Include contact information here:**

Name of business

Contact name

Address

Phone number

Email Address

Instructions: In order to meet the minimum criteria, your wellness program must include *employee appropriate weight loss, smoking cessation and the pursuit of preventative health care services*. Please include a description for each of the four components (assessments, educational materials, rewards program and measurement tool) listed under each category.

Here is an example. Under the employee appropriate weight loss category, describe how you are assessing the employees, describe the educational materials used, describe how you are rewarding the employees, and describe how you are measuring the success or validity of the employee appropriate weight loss program. You may also attach an example document of any of the components when submitting the form electronically.

**Please continue this pattern for each of the three categories. The program must be submitted in this format and should not be more than 5 pages in length. All documents must be submitted electronically.**

- **Employee appropriate weight loss**

1. Assessments- describe in detail
2. Educational materials-describe in detail
3. Rewards program-describe in detail
4. Measurement tool-describe in detail

- **Smoking cessation**

1. Assessments
2. Educational materials
3. Rewards program
4. Measurement tool

- **Pursuit of preventative health care services**

1. Assessments
2. Educational materials.
3. Rewards program
4. Measurement tool